# ANNUAL REVIEW REPORT (ARR) FROM ASSOCIATED AND ACCREDITED INSTITUTIONS for 2018/19

**1. Title of programme(s) covered by this report and a committee organogram**

Include a list of all Surrey-validated programmes provided by the College.

Please also include an organogram(s) of quality assurance committees and key personnel to provide an overview of the institution’s quality assurance framework with, if appropriate, a commentary on any significant changes.

**2. Action points addressed from previous Annual Review Report**

Please list the action points from the previous ARR and the actions taken.

Identify timescales for any on-going actions (any outstanding actions from the previous year carried forward should be included in Section 17 below).

**3. Student numbers**

Please provide a commentary to reflect on the intake at the start of the academic year under review and to identify any implications for the delivery of learning and teaching and how they have been addressed.

**4. Student progression**

Please provide a commentary on student progression at all levels of the programme ie Level 4 to 5, Level 5 to Level 6, etc.

The analysis should include:

* a summary of progression data by level showing how progression compares to previous years.
* Draw out any significant dimensions affecting progression of specific groups of students such as age, sex, ethnicity, disability, socio-economic class, domicile, non-standard qualifications. Plus detail any initiatives to identify and improve retention and progression (eg special induction arrangements, additional mentoring, Learning Support, VLE);
* a plan of actions (with responsibilities and dates identified) to be taken to address progression problems. These actions should also be summarised in Section 17 below.

Record any programme-related issues which arise from or impact on students with special needs. This might include (for example) access to learning resources/physical space, exemplars of practice, reviews of learning outcomes/competencies to ensure there are no unreasonable barriers, staff training, and comments on progression of students with disabilities.

**5. Student awards**

Please provide a commentary on the awards made in this academic year in comparison to previous years and identify any changes or anomalies in the distribution of classification of degrees obtained in this academic year.

The data analysis should include, where applicable:

* a summary of the awards made and a comparison with previous years;
* where required a commentary on the module marks distribution may help inform the analysis.
* In cases of unusual (anomalous) distribution of marks, the data should be compared with other modules within the same subject area and across the cohort. Any actions arising from this analysis should be included in Section 17 below (action plan).
* Provide a plan of actions (with responsibilities and dates identified) to be taken to address any award issues identified. These actions should also be summarised (or cross-referenced) in Section 17 below.

**6. Comments made by external examiners**

Please include here a summary of the issues arising from the external examiners’ reports on the programme. Where applicable, areas of good/best practice should be identified alongside issues for further enhancement/development.

Programme team responses to external examiners should inform the action plan (see Section 17 below) and be agreed by the Board of Studies.

**7. Evaluation and feedback from students**

Please provide an analysis of module/level/programme evaluation and feedback from students to include:

* a commentary on the National Student Survey (NSS) or PTES (where appropriate);
* where applicable, include any feedback from students received via SSLC, Board of Studies, etc.

Please include specific actions taken or planned to address issues raised by students. Agreed responses should inform the action plan (see Section 17 below) and should be fed back to students.

**8. Changes to the programme (s) and issues raised through validation, periodic review, PSRB accreditation, programme benchmarking, etc**

Please provide a commentary on any major changes made to the programme during the academic year and any assessment of the effects of these changes. It is particularly important to ensure that any recommendations from validation or periodic review have been reported here.

The issues addressed and any ongoing or outstanding action(s) required should be identified.

**9. Student appeals, complaints and grievance**

Please include a brief résumé, if appropriate, of the number and outcome of cases presented through the appeals, complaints and grievance procedures of the Associated/Accredited Institution.

**10. Educational Oversight procedures**

Include here a brief description of the Educational Oversight procedures and number of students affected.

**11. Student placements**

Where relevant, include here any comment on clinical/industrial/research placements, including issues arising or changes made.

Where applicable, please also include a commentary regarding the performance of specific placement student cohort groups (eg those from lower socio-economic groups, international students, those with non-traditional qualifications, etc).

**12. Students with disabilities and specific learning differences**

Record any programme-related issues which arose from or impacted on students with specific learning differences. These might include such issues as access to learning resources/physical space, exemplars of practice, reviews of learning outcomes/competencies to ensure there are no unreasonable barriers, staff training, and comments on progression of students with disabilities and specific learning difficulties.

**13. Comments on quality enhancement activities within the programmes and practice which might be usefully disseminated to other Associated and Accredited Institutions/University of Surrey Faculties/colleagues**

Please provide examples of any quality enhancement activities (eg development workshops, innovative teaching practices, etc) aimed at improving the quality of learning opportunities which have taken place in the last academic year and indicate if any further developments are planned.

Note here any practice which may prove useful or of interest to others.

**14. Changes in resources**

Please include here a summary of any issues arising from the resources (material or human) available for the delivery and development of the programme.

**15. Any specific learning and teaching issues to bring to the University attention**

Please include any learning and teaching issues which you feel should be raised with the University.

**16. Other**

Include here any programme-related issues you wish to record which do not fall within sections above

**17. This annual review report was discussed and the following actions agreed**

Please provide a statement of the actions agreed by the Board of Studies for implementation in the current academic year, including those carried forward from the previous year.

Wherever possible the Institution should adopt SMART actions/objectives:

* Specific – objectives should specify what they want to achieve;
* Measurable – you should be able to measure whether you are meeting the objectives or not;
* Achievable - are the objectives you set, achievable and attainable?
* Realistic – can you realistically achieve the objectives with the resources available?
* Time constrained – when do you want to achieve the set objectives/complete the actions?

Signed by the individual responsible for higher education:

Name………………………………………Signature…………………………...

Date…………………………………………

Seen and approved by the Principal (or their nominee):

Name………………………………………Signature…………………………...

Date…………………………………………